Staff Senate Meeting Minutes  
October 15, 2014

Attendees:
Martha Alvarez, Vanessa Arredondo, Nadya Balabanova, Raamen Bass, Whitney DeBruin, Alice Martini Doyle, Cathy Foote, Brianne Gilbert, Jason Hanchar, Gary Hatter, Nadya Kerawala, Chris Lechner, Reggie Melonson, Kris Okimoto, John Orozco, Cindy Passanante, Paul Prisco, Derek Pugh, Fred Puza, Ilana Shachter, Michelle Yeung

Executive Board Updates:

Committee on Committees
• The Committee on Committees reached out to John Orozco in August requesting input/information on the staff member representatives on several campus committees. John followed up several times to clarify what input, if any, the Staff Senate has on who is recommended for these committees.
• The final response from the university has been that these staff appointments are completely up and the Committee on Committees should not have reached out to the Staff Senate. However, now that we are aware of the process, John would like us to push for a voice when it comes to these staff member appointments.
  o Staff Senate Staff Representation Committee: Tasked with researching the existing campus committees and suggesting which committees should have staff senate representation on them.

LMU Children’s Center
• John is meeting with Ani Shabazian, Director of LMUCC today.
• He would like to suggest Brianne Gilbert for the position of Staff Senate representative on the LMUCC Advisory Board.
• John is planning to meet with Jen Pate, President of Faculty Senate, soon to discuss Faculty Senate’s efforts concerning the Children’s Center.
Executive Board Meeting w/ LMU President and Provost

- President Burcham announced that he is retiring as of May 31, 2015 and John Orozco was asked to join the search committee for the new President. The Search Committee has been requested to present its recommendation to the Board of Trustees by no later than the Board of Trustees’ meeting on May 4, 2015.
- The Staff Senate Executive Board will be meeting with President Burcham and Provost Hellige in November. Please submit suggested topics/questions to Executive Board. Topics already suggested:
  - Does the LMU employee Annual Merit Increase of 2% cover the increase in health insurance cost & cost of living? (Gary Hatter to research.)
  - With California minimum wage going up for students, will there be instances where graduate students are making more than the people they are reporting to? Should Graduate Student Assistants get paid more than full time staff (Administrative assistants)? What is the plan to increase wages for staff members at the bottom of the pay scale?
  - Vacation Blackout dates: Is there a written policy? Is there a cap on the total # of days that can be blacked out by a department or Division? Can a department blackout a whole summer?
  - LMUCC
  - Time off during the day for staff to attend events, focus groups, etc.
  - Staff Climate Survey: issues from last time.

Budget

- In the event that we have a budget surplus this year, what are suggestions to put this to good use?
  - Ilana suggested awarding funding for staff to attend conferences/professional development. Departments are allotted minimal funding for staff professional development. This would also be a good topic for Executive Board to bring up to President Burcham and Provost Hellige. Not all staff
development needs are being met by the HR workshops/trainings.
  • Can we add another Barbara Bonney winner? Do they receive a monetary award? If so, how much?
  • Partner with the Faculty Senate to host an event that would promote collaboration and mingling between the 2 groups.

By-Laws
  • Changes were made to reflect the new committees. There were no questions/concerns voiced at today's meeting, so the changes are effective as of today.

Holiday Party
  • Decided that this will always be the Friday before Finals Week, so next year, it will be December 11, 2015.

Committee Updates:

Small Events Committee
  • The Staff Tailgate before the Women's Volleyball Game on September 30th was a success! We had 50-60 attendees.
  • The next tailgate will take place before the LMU Men's soccer game vs. USF on Friday, November 7, 5-7pm. The committee will look into other catering options.

Communications Committee
  • Ordered 500 postcards to be distributed at HR Benefits Fair on Thursday, October 23.
  • Submitted information for the PowerPoint slide that will be included in the HR Orientation for new Employees.

Benefits Committee
  • Short term goals: Informing staff on what our LMU benefits are. HR does not want to provide too much detail regarding benefits on the website because it will be difficult to keep it all updated. They are, however, open to us sharing personal experiences on our website in the form of a blog or something similar.
• Long term goals: Advocating for benefits changes/new benefits. Please submit suggested benefits changes or thoughts on new benefits for the Executive Board meeting w/ President Burcham and Provost Hellige.
• Regarding parking accommodations for expectant mothers: If an employee is pregnant, she should contact her HR representative directly. HR will assess the situation and inform the Parking Office.

**Signature Events Committee**
• Working on the annual Staff Holiday Party menu and on decorations. Decided on a fundraiser for the party: food drive to support the LA Regional Food Bank.
• Reggie provided an update on research done regarding release time for service projects. This is decided by each individual department and the coverage that they need in the office.
• Contacted the Center for Service and Action re: opportunities and they provided the committee with a list of possibilities.
• Library does “Blood for Fines” and “Food for Fines”. Pay overdue book fines using certificate from blood drives or non-perishable food items to be donated.

**Elections Committee**
• Committee will be meeting tomorrow.

**Convocation Hour**
• Discussed the university’s recent decision to eliminate Convo Hour. This was done to accommodate the new 4-unit core classes in BCLA and to have enough classroom spaces available. With the switch to 4-unit classes, classes are taking more time in the classrooms and we need those extra 3 hours/week.
• Some labs can’t be hosted later than 6pm, because they have hourly employees that start at 8am and they can’t go later.
• LMU brought in Cal Tech consultants who concluded that there was no way for LMU to host the number of classes that needed to be hosted without eliminating Convo. Faculty members were not necessarily pleased with this either because that is when a lot of their meetings/office hours take place.
• Science and Engineering is against moving toward the 4-unit courses. It would make most degrees 5-year degrees.